**Anytown Elementary School Library Collections**

1. **Policy:** In order to provide patrons with a systematic method for locating library materials, The Anytown School library will arrange the collection by material type using Dewey Decimal numbers and alphabetical order.
2. **Procedures:**
3. Spine labels are typed vertically including the prefix, Dewey Decimal Numbers (when appropriate), and the first three letters of the author’s last name.
4. All fiction materials are arranged in alphabetical order by author’s last name. For example, novels by Jerry Spinelli have spine labels with FIC SPI.
5. Easy fiction books are arranged by alphabetical order by author’s last name. For example, picture books by Faith Ringgold have spine labels with E RIN.
6. Nonfiction books are arranged using Dewey Decimal numbers and then by the author’s last name.
7. Easy Nonfiction books are those more primary in nature and are shelved in their own section. Hard and softcover books are intermingled. The spine label must include the prefix, E, the Dewey Decimal Numbers and the first three letters of the author’s name. For example, E 598 STU.
8. Individual biographies follow the nonfiction section and are arranged alphabetical by the subject’s last name. The spine label prefix reads B, then the Subject’s last name (who the biography is about). **Special Considerations:** Our collection of individual biographies is placed at the beginning of the nonfiction section.
9. Collective biographies are shelved within the nonfiction section as Dewey Decimal number 920 and then by the author’s last name.
10. Reference materials are grouped on three shelves in the following order: encyclopedias, dictionaries, and atlases. The spine labels include the prefix, REF, the Dewey Decimal Numbers and the first three letters of the author’s name. For example, REF 920 HOL**.**
11. Professional materials are arranged by Dewey number and then the author’s last name.
12. Periodicals are shelved on the magazine stand located in the reading area. Stack each issue is stacked together and arranged next to one another alphabetically. Library patrons may borrow these using a generic barcode on magazine sleeves.
13. Media
    * The videorecording spine labels include VHS or DVD prefix, the Dewey Decimal Numbers and the first three letters of the author’s name. Biography videos use the first three letters of the subject’s last name.
    * Playaways or Big Book Kits are organized in clear hanging bags. Playaways are accompanied with a paperback copy of the title.
14. Audio Visual Equipment is catalogued to track usage and stored in the teacher work room.
15. **Call number Collection Codes**

The call number prefixes used in Anytown library are as follows:

FIC Fiction

E Easy Fiction

B Individual Biographies

REF Reference

PRO Professional

KIT Kits

VC Videocassette

AV Audio Visual Equipment

**See the Call Number Collection Codes file for a detailed chart.**

D**. Arrangement**

1. Description with photographs

2. Anytown Library Map